

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 9th June 2022 at 7.00 pm

PRESENT: Councillors: R Bullock, G Challen, J Dent, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Martin, S Miller, J Peggs (Vice-Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 3 Members of the Public, Reverend T Parkman, S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: Councillor R Bickford (Chairman), L Challen and B Samuels.

68/22/23 PRAYERS.

In the absence of the Mayor the Deputy Mayor Councillor Peggs presided the meeting.

Reverend Tim Parkman led prayers.

69/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor P Samuels as the Vice Chairman for this meeting only.

70/22/23 DECLARATIONS OF INTEREST

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

71/22/23 **CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

72/22/23 **MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

73/22/23 **REPORT BY COMMUNITY ENTERPRISES PL12.**

No report.

74/22/23 **CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT.**

No report.

75/22/23 **CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.**

No Actions.

76/22/23 **TO RECEIVE A VERBAL REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Miller arrived and joined the meeting.

Councillor S Lennox-Boyd gave a brief verbal update on the recent Safer Saltash meeting that covered topics including anti social behaviour, road safety, emergency response times and suicide prevention.

It was **RESOLVED** to note.

77/22/23 **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE - NO REPORT, NEXT MEETING TO BE HELD ON MONDAY 13TH JUNE 2022.**

No report, the next Saltash Chamber of Commerce meeting is to be held on Monday 13th June 2022.

78/22/23 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.**

It was **RESOLVED** to note.

79/22/23 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor M Worth gave a verbal update to Members.

Saltash Firefighters

Councillor Worth is in discussions to enable 24/7 training on bridge following on from a request at the presentation at Saltash Railway Station.

Bus Services

Councillor Worth held a meeting today in Saltash with Richard Stevens. Go Bus Southwest. MD covering a number of issues. They met with the Community Bus Operators in Saltash to discuss future collaboration.

The second meeting was with 10 residents of Janeva Court to hear first-hand their concerns which included services 5/5A vs 2 /2A issues, potential reroutes to services 11/71, Bus Stop improvements and electronic signs, digital inclusion, paper timetables and maps.

Customer and Support Services Scrutiny Committee Task and Finish Group Councillor Worth was part of this group which has produced a report on

Equality Diversity and Inclusion Strategy for Cornwall 2022 to 2026. The Strategy will go to Cabinet next week for approval.

<https://democracy.cornwall.gov.uk/documents/s157982/Equality%20Diversity%20and%20Inclusion%20Strategy%202022-2026%20-%20Appendix%202.pdf>

The update from 2021 Census soon to be added as live document from the links included.

National Highways A38 Trerulefoot to Carkeel Safety Package

The consultation runs from 10th June 2022 to 22nd July 2022. Public consultation sessions will be held from 15th June and coming to Saltash Guildhall on July 1st and 2nd.

The package will aim to coordinate with Saltash Tunnel improvements. Proposals include new speed limits, average speed cameras and significant junction improvements including changes to Carkeel Roundabout and traffic lights . Councillor Worth has ensured discussions and planning include Gilson Road integration.

Economic Growth and Development Scrutiny Committee

Councillor Worth has been invited by Linda Taylor, Leader Cornwall Council to join the Economic Growth and Development Scrutiny Committee. Its remit relates to the discharge of functions relating to the operation, planning and provision of a range of issues including the Local Plan; public transport; parking; economic growth and development including culture; the skills agenda and housing. He will hold a unique position as the only Cornwall Councillor of 87 to sit across the key role of both Customer and Economic scrutiny committees.

It was **RESOLVED** to note.

80/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

81/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:**

The Town Clerk informed Members of one public question received.

The Member of the Public was invited and put his question to the meeting.

Will Council try to improve its competence?

The Chairman responded as follows:

Saltash Town Council welcomes positive, constructive, helpful suggestions on how the Town Council can improve the services it delivers, and how that might be achieved.

The Town Council staff and members are always seeking ways to improve the services provided to the town. Part of this is by training and awareness, from experiences gained, monitoring of opportunities available and review of best practice elsewhere.

This is an ongoing process and is verified in specific areas by successful internal audits.

82/22/23

TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON THURSDAY 5TH MAY 2022 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on Thursday 5th May 2022 were confirmed as a true and correct record subject to the addition of Councillor Griffiths as attending.

83/22/23

FINANCE:

a. To advise the following receipts in:

i. April 2022

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. April 2022

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

None.

d. To note that bank reconciliations up to 30th April 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

84/22/23 **TO RECEIVE AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR 2021-2022.**

It was **RESOLVED** to note the report.

The Town Clerk advised the meeting that the internal auditor had advised that the level of the Fidelity Guarantee, currently £2 million is slightly inadequate.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** that the Fidelity Guarantee be raised to £5 million at a cost of £210.18 including IPT (pro rata from the date cover is increased) allocated to budget code 6205 Insurance.

85/22/23 **TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR THE YEAR 2021/22:**

- a. To approve and sign section 1 of the Annual Governance and Accountability Return Statements for the year 2021/22.

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** to approve and sign section 1 of the Annual Governance and Accountability Return Statements for the year 2021/22.

86/22/23 **TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR THE YEAR 2021/22:**

- a. To approve and sign section 2 of the Annual Governance Statement 2021/22.

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to approve sign section 2 of the Annual Governance Statement 2021/22.

The Town Clerk informed Members that the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return is to be published from 10th June 2022, to commence from 13th June 2022 to 22nd July 2022 inclusive.

The Chairman thanked the Finance Officer for her work on the Annual Governance and Accountability Return and Internal Audit.

87/22/23 TO NOTE AVAILABLE FUNDING STREAMS - COMMUNITY INFRASTRUCTURE LEVY FUND AND GREAT WESTERN RAILWAY COMMUNITY FUND.

It was **RESOLVED** to note.

88/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 10th May 2022.

RECOMMENDATION 1:

18/22/23 To receive and consider recommending to Full Council the following policy amendments:

a. Financial Regulations 2022-23

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Financial Regulations 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the minutes and approve the above recommendation.

RECOMMENDATION 2:

b. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Standing Orders 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3:

20/22/23 To receive and consider adopting the draft template design for all future Town Council Announcements.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 9th June 2022 to adopt the revised announcement template with the addition of the Town Council Modern Logo.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 17th May 2022.

It was **RESOLVED** to note. There were no recommendations.

c. Personnel held on 26th May 2022.

RECOMMENDATION 1:

11/22/23 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS.

It was **RESOLVED** to note the training budget.

Members received the latest report on staff training.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to:

1. Create a new Personnel Committee budget line titled – Staff Recognition;
2. Acknowledge staff exemplary performance and support shown to the Town Council;
3. Award Love 2 Shop vouchers at a value of £25 per recognition;
4. Promote the scheme in the next internal staff newsletter.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to vire £200 from General Reserves to budget code - Staff Recognition.

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to note the minutes and approve the above recommendation

RECOMMENDATION 2:

15/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S HUMAN RESOURCES CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to:

1. Terminate the HR Moorepay contract only (end date 09.12.22) providing sufficient notice (30 days);
2. Delegate to the Town Clerk to ascertain a suitable HR software package to accommodate staff annual leave, sickness absence and TOIL records, reporting back at the next Personnel Committee meeting together with the costings;
3. Continue with the appointment of HR Support Consultancy as the Town Council HR Consultants.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £2,795.22 from General Reserves to budget code 6662 HR Professional Fees to cover the HR consultancy shortfall and to note additional cost for the HR software package is to be received at a future date.

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation.

d. Extraordinary Personnel held on 7th June 2022.

RECOMMENDATION 1:

23/22/23 To receive a staffing report from the Town Clerk

Finance Officer and Finance Assistant roles:

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to:

1. Outsource processing of payroll on a temporary basis to Rosevale Accountants from the 1st July 2022 at a cost of £8.50 + VAT allocated to budget code 6305 Finance Software
2. Change from Moorepay Payroll to BrightPay software at no additional cost
3. Purchase BrightHR software for absence management and HR needs - package 1 connect - at a monthly fee per employee of £4.50 + VAT – 1 year contract (10% discount subject to the deadline date) allocated to budget code 6662 HR Professional Fees
4. Appoint Rosevale Accountants to migrate 2022-23 payroll data from Moorepay to BrightPay, set up all employees, and train all staff how to operate BrightHR at a one of cost of £1,000 + VAT allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software
5. Appoint Rosevale Accountants to maintain BrightHR absence management and support all staff at a monthly fee per employee of £12.00 + VAT allocated to budget code 6662 HR Professional Fees
6. Review the temporary payroll arrangements with Rosevale Accountants at the 29th September's Personnel Committee Meeting.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £9,700 from General Reserves allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of new staff.

During the discussion of this item Councillor Foster left the meeting and rejoined the meeting.

Councillor B Samuels gave her apologies and left the meeting during the discussion of this item and did not vote.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to approve the above recommendation.

89/22/23 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Library held on 16th May 2022.

It was **RESOLVED** to note. There were no recommendations.

90/22/23 **TO RECEIVE A REPORT ON THE MEMBERSHIP LEVEL OF THE TOWN COUNCIL BURIAL AUTHORITY COMMITTEE AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to select option two to reduce the membership levels to 6 and a quorum of 4, appointing Councillors Dent, Lennox Boyd, Bullock, Foster, Griffiths and Miller to the Burial Authority Committee.

91/22/23 **TO RECEIVE AND NOTE THE TOWN COUNCIL HEALTH AND SAFETY WELFARE INSPECTION REPORT DATED APRIL 2022.**

It was **RESOLVED** to note.

92/22/23 **TO RECEIVE AND CONSIDER APPROVING THE AMENDMENTS TO THE DRAFT UNREASONABLE CUSTOMER BEHAVIOUR AND PERSISTENT COMPLAINTS POLICY.**

It was proposed by Councillor Yates, seconded by Councillor Foster and **RESOLVED** to adopt and approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints policy.

93/22/23 **TO RECEIVE A VERBAL UPDATE FROM THE LATEST SALTASH LEISURE CENTRE WORKING GROUP MEETING.**

Councillor Lennox-Boyd gave a brief verbal update.

It was **RESOLVED** to note.

94/22/23 **TO RECEIVE A VERBAL REPORT ON BEATING THE BOUNDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that following the advice from the Town Clerk that the administration team has insufficient resources to support this event at present, a working group will be formed comprising of Councillors Bullock, Peggs, P Samuels, and Stoyel to move the project forward with the assistance of Mr Lister. The Town Clerk reminded Members that there is a cost to holding this event and that correct financial procedures must be followed at all times.

95/22/23 **TO RECEIVE AND NOTE CORMAC SOLUTIONS CARKEEL VILLAGE TRAFFIC CALMING AND CONNECTIVITY STUDY.**

It was **RESOLVED** to note.

96/22/23 **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH JUNE 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 11th June 2022 outside Bloom Hearing, Fore Street.

Councillor Yates informed Members that two Saltash surgery Patient Participation Groups have asked if they can attend the next Meet Your Councillor session on 11th June in Fore Street.

In the absence of the Mayor Members were asked to consider inviting Cornwall Councillors to also attend.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, Gillies, P Samuels and Yates to attend together with the two Saltash surgery Patient Participation Groups and Cornwall Councillors.

97/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

98/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

99/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

100/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

National Highways Public Consultation

Councillor Miller informed Members that the A38 dates for consultation is 6 weeks between 10th and 22nd July 2022 and the importance that everyone takes the time to review the plans and responds accordingly.

101/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to issue the following Press and Social Media release:

1. National Highways Public Consultation – A38 Trerulefoot to Carkeel Safety Package consultation dates between 10 June and 22 July 2022 including the consultation events at the Guildhall on Friday 1 July between 2pm and 7pm and Saturday 2nd July between 9 am and 2pm.

102/22/23 **DATE OF NEXT MEETING: THURSDAY 7TH JULY 2022 AT 7:00 P.M.**

Thursday 7th July 2022 at 7.00pm

103/22/23 **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.55 pm

Signed: _____
Chairman

Dated: _____